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Chief, Supply Division, Office of Logistics

27 February 1961

Chief, Records Management Staff

Recommendation to Stock Self-Adhesive File Folder Labels

1. In the interest of efficiency and economy I recommend the Agency reduce its stock levels on "Fanfold" gummed paper labels (CIA Stock No. 7530-551-3655 thru 3659), or consider discontinuing those items when the present stock is issued. I also recommend the Agency stock GSA supplied Pressure Sensitive Self-Adhesive File Folder Labels (GSA Stock No. 7530-577-4368 thru 4376).

2. For the last few years this Staff watched the development of Self-Adhesive File Folder Labels. During 1959 we informally encouraged BSO stocking of these labels. Our suggestion was declined on the basis that adhesive labels then cost five times as much as "Fanfold" gummed labels.

3. Since that time our tests and surveys indicate it is to the Agency's advantage to stock adhesive file folder labels. I believe there are sufficient supplies, funds, personnel, and paperwork influenced by this minor administrative item to justify consideration of the recommended change. For example:

a. Last year the Agency issued 450,000 file folders and 300,000 gummed labels.

b. Clerical personnel, paid \$1.80 per hour and up, can label twice as fast using adhesive instead of gummed labels.

c. If the paperwork cost of processing a supply requisition is estimated to be about \$30, that cost on each individual request for a few boxes of adhesive file folder labels could pay for a whole month's normal supply. I know of three recent requests (DIP, OTR, and Mgt/S) and expect to see more shortly.

d. The Agency's annual cost for gummed labels, about \$100, will increase to about \$400 using adhesive folder labels. However, I believe the annual price tag on clerical time saved and special requisition costs eliminated will be several times greater than the \$300 increase.

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e. At present the Warehouse has on hand about \$160 worth of gummed labels.

f. The three sizes of adhesive "identification" labels now in stock (7530-1100-5115 thru 5117) were not designed or intended for use as file folder labels.

4. The attached report includes a few more details on the above points. We have additional material on this subject if your staff needs more information. Please call me if I can help on this or related matters.



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